



PowerTeacher Gradebook: Analysis and Reporting Quick Reference Card

The Scoresheet

Using the Scoresheet, you can create and score assignments, and view and edit final grades for students enrolled in a class. The Scoresheet has three modes: Assignments, Final Grades, and Student. Regardless of the mode you are in, the left section of the pane displays the status of the term and the names of the students in the selected class, along with their current final grades and percentages.

Assignments Mode

1. On the Scoresheet, click **Assignments**.
2. To add a new assignment, click the **+** sign to the left of the assignment headings. Enter the assignment details in the lower pane, and click **Save**.
3. To delete an assignment, click the assignment you want to remove, and click the **-** sign to the left of the assignment headings. Then click **Yes**.
4. To score an assignment, click in a student's score cell and enter a score manually, fill scores, or use the Score Inspector. When you change a score for an assignment, the new score immediately affects the final grade for that student.
5. To view statistical values for each of the assignments, click **Summary**. Statistics display in terms of mean, median, and mode.
 - The mean is the mathematical average of the scores.
 - The median represents the middle of all values; half of the scores are above this number and half are below it.
 - The mode indicates the most common or most frequent value.
 - All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or that the assessment needs to be revised.

Final Grades Mode

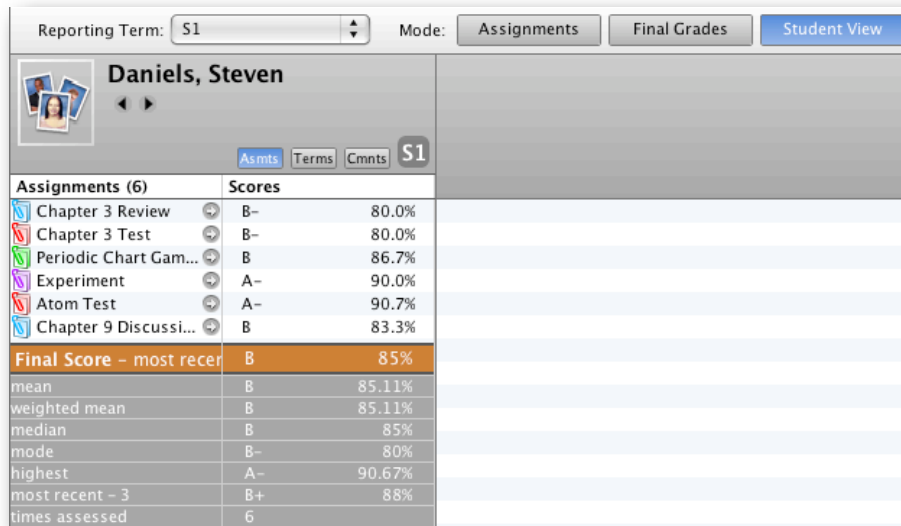
1. On the Scoresheet, click **Final Grades**.
2. In Final Grades mode, view all the category totals for each student, and enter final grades for additional components such as Citizenship.
3. View the information by Points, Percentage, or Letter Grade. For example, to view students' final letter grades for each category, right-click the Category heading and select **Letter Grades** from the menu.
4. To view a summary of statistical information about the final grades your students have earned in each category, rather than information about individual assignments, click **Summary**.

Student View Mode

1. On the Scoresheet, click **Student View**.
2. In the Student Groups section on the left, double-click **Active** to list all active students.
3. The Scoresheet page displays the average scores of all the students listed by assignment. To choose a specific student to work with, from the Active list of names in the Student Groups section, click a student's name.
4. If you attach standards to assignments, you will see the standards listed to the right of the assignments in hierarchical order.
5. Enter grades by clicking in the cell and typing the grade.
6. Use the Final Score summaries and calculations listed below the assignment section to analyze students' grades.
7. To access the Assignments Detail page, find the assignment you want, and click the arrow to the right of the assignment name.
8. To change the assignment due date, in the assignment window, click the calendar icon. In the calendar window, click the arrows to change months if necessary. To establish a new due date, click the date you want.

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9. In the Save Modified Assignment window, click **Yes** to save the changes.
10. If the new due date is outside of the range of the selected reporting term displayed under the Scoresheet tab, the assignment will not be displayed until the reporting term is changed. To change the reporting term, click the Reporting term menu and select the desired term designation.



Assignments (6)	Scores
Chapter 3 Review	B- 80.0%
Chapter 3 Test	B- 80.0%
Periodic Chart Gam...	B 86.7%
Experiment	A- 90.0%
Atom Test	A- 90.7%
Chapter 9 Discussi...	B 83.3%
Final Score - most recent	B 85%
mean	B 85.11%
weighted mean	B 85.11%
median	B 85%
mode	B- 80%
highest	A- 90.67%
most recent - 3	B+ 88%
times assessed	6

To change scores in Student View mode:

1. With a specific student selected and grades displayed, find the score that you want to correct.
2. Click the cell with the errant score.
3. Enter the desired grade, then press **Enter**.
4. Click **Save**. This change updates calculated scores in the Final Scores section.

To change scores using the Score Attributes window/Score Inspector:

1. To open the Score Attributes window, right-click the desired cell.
2. In the Score Attributes window, select the desired grade attribute whether Collected, Late, Exempt, or Missing. The appropriate attribute icon appears in the same cell.

3. Click **Save** to preserve the new attribute.
4. Exempted scores are not calculated in the Final Scores section.
5. You can only mark Collected in a cell without a score.
6. Instead of typing a score in a cell, you can choose a grade from the Score Attributes window. In the window, select **Grades**. In the Grade menu, select the desired grade.
7. Click **Save** to preserve the score changes.
8. To enter the same score for a standard in all assignments listed, in the Score Attributes window, select **Fill Scores**.
9. In the Fill Assignment Standard Scores window, choose whether to replace cells with no score, or to replace all previously displayed scores.
10. In the score section, check the Score value and select the desired score. Click **OK**.
11. The Final Scores section is updated. Click **Save** to preserve the changes.
12. To use the Score Inspector, click the desired cell to change.
13. In the toolbar, under Tools, select **Score Inspector**.
14. The Score Inspector displays the same information as the Score Attributes window with the exception of Fill Scores. In addition, the Score menu highlights scores in a Grade Scale chart.

Filtering the Scoresheet

By default, the Scoresheet displays all of the assignments you have created, listed chronologically by their due dates, from left to right. Filter the Scoresheet to focus on one student's assignments, assignments within a specific reporting period or time frame, or assignments within a specific category.

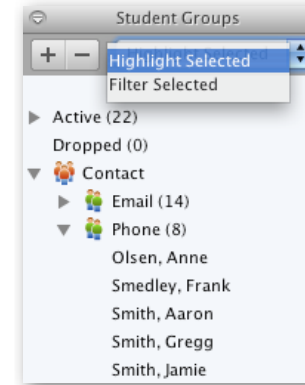
To filter assignments by a reporting term or smaller unit of time:

1. Open the Reporting Term menu located above the student names on the Scoresheet.
2. Select a reporting term, such as **Q1**.
3. Or, select a smaller unit of time, such as **Last Week**.

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To filter assignments by category:

1. In the Categories pane, choose **Filter Selected** from the filter menu.
2. Click a single category, such as **Quiz**, to show only the assignments in that category.
3. Select more than one category by holding down the Command key (on a Mac) or the Control key (on a PC) and clicking multiple categories.
4. View individual student scores in these categories. Or, click **Summary** to view the summary of statistics for the selected categories.



Student Groups

Group students to increase your ability to adapt instruction to their particular needs. However, you are not limited to grouping based on academics alone; the example below shows a grouping based on the way parents prefer to be contacted.

1. Select a class from the Classes pane.
2. Click the Students tab.
3. Click the **+** sign in the Student Groups pane, and choose **Add Group Set**.
4. Enter a name for the Group Set, such as **Contact**. Click **OK**.
5. Control-click or right-click **Group 1**, and select **Edit**.
6. Enter a name, such as **Email**. Click **OK**.
7. Click the **+** sign again, and choose **Add Group**.
8. Enter a name for your group, such as **Phone**. Click **OK**.

Add Students to Groups

1. Select a class from the Classes pane.
2. In the Student Group pane, open the **Active** group.
3. Click a student's name in the Scoresheet, and drag it to a group.
4. To add a whole group of students at once, hold down the Control or Command key while you click the names of the students you want to select, and drag them into a group.
5. To change a student from one group to another, open the group by clicking the arrow to the left of the group name. Then, drag the student's name out of one group and drop it into a different one.

Filter by Student Groups

To filter the Scoresheet to show one student group only:

1. Select a class from the Classes pane.
2. In the Student Group pane, choose **Filter Selected** from the filter menu.
3. Select a group.

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To filter the Scoresheet to show one student only:

1. Select a class from the Classes pane.
2. In the Student Group pane, choose **Filter Selected** from the filter menu.
3. Open the **Active** group.
4. Select a student.

Mass-Fill Selected Groups

Filter by student groups, and assign scores to a whole group at one time using Fill Scores. Use the category filter to narrow the list of assignments down to a specific category.

1. Select a class from the Classes pane.
2. In the Student Group pane, choose **Filter Selected** from the filter menu.
3. Select a group.
4. In the Categories pane, select the category of the assignment you want to score, such as **Homework**.
5. Right-click or Control-click the assignment column, and select **Fill Scores**.
6. Using the Fill Assignment Scores window, mark the assignment Collected, Late, Exempt, or Missing for the whole group, or enter the group score and a comment.
7. Click **OK** to fill scores for the group.
8. Click **Save**.

Reports

Use the reports available in the gradebook to provide a paper or electronic copy of information to show the principal, a student, or a parent. You can personalize each report by entering a custom title or including a top note, bottom note, and signature line. There are several types of reports available, and they can be presented in three output types: PDF, HTML, or Text Export (CSV). The available reports include:

- **Attendance Grid**—Use this report to mark attendance manually, or create a dated grid or checklist. Format the report to print for specific dates or no dates.
- **Category Total Report**—View a summary of category totals for a student or class. Choose to report a specific term or all terms.
- **Final Grade and Comment Verification**—View final grade information for your students. Select to include all final grade information or specific information, like final grade only.
- **Individual Student Report**—View a summary of class information per student, similar to a progress report. Choose what grade information is printed as well as the date range.
- **Missing Assignment Report**—View a list of students with assignments not scored or missing. Select to print the student number instead of name so you can post the list.
- **Scoresheet**—Print a paper copy of grade and assignment data. Choose to print all categories or one category, and select to include final grades and assignments.
- **Standards Report**—View a student's standards final grades and standards assignment scores for a specific reporting term.
- **Student Multi-Section Report**—View final grade information for all of a student's sections, not just your class. Choose specific terms to include.
- **Student Roster**—View student demographic information. Select to include a variety of student information, and even format a column to keep track of money collected or permission received.

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Run the Individual Student Report

Use the Individual Student Report when you want to print progress reports for one or all of your students. The report prints one page per student.

To run the report for all students:

1. Click the Reports tab.
2. Double-click **Individual Student Report**.
3. On the Criteria tab, select the report Output Type, such as **PDF**.
4. Select **Active Classes** to include students in all of your sections.
5. Select **Section, Student** from the Order By menu to sort the report by section and then alphabetically by students' last names.
6. To print the report for all currently enrolled students, rather than a selection of students, choose **Enrolled Students** from the Students menu.
7. Use the Student Field criteria to specify how the student is listed on the report. Select **Student Name** or **Student Number**.
8. To abbreviate the assignment and category names, check the boxes next to Abbreviate.
9. Use the Include criteria to specify the information you want to include on the report by checking **Final Grades, Assignments, Comments, and/or Categories**.
10. Select a Date Range. To enter a date range manually, select **Manual**, and enter a Start Date and End Date.
11. Click the Layout tab.
12. Enter a Report Title, such as Q1 Progress Report.
13. To ensure that only one student's information appears per page, set Page Breaks after each section and student by checking **On Sections** and **On Students**.

14. To include a Top Note, check **include** and enter the note in the text field. Check **bold** if you want the text to be boldface.

15. To include a Bottom Note, check **include** and enter the note in the text field. Check **bold** if you want the text to be boldface.

16. To include a Signature Line, check **include**.

17. Click **Run Report**.

18. To view the report, click **Open Report** and **OK**.

Q1 Progress Report							Jacee Allred
Class: AP Biology 1							Teacher Name: Judy Mills
Final Grade							
Reporting Term	Letter Grade	Percentage	Final Grade Comment				
Q1	B+	90%					
Q2							
S1	A-	94%					
Q3							
Q4							
S2							
Assignment Scores							
Date	Category	Assignment	Score	Pts. Poss	%	Grade	Score Comment
Aug 28, 2009	Homework	Diff & Osmosis Questions	19	20	95	A-	
Aug 31, 2009	Quiz	Diff & Osmosis Quiz	24	25	96	A	
Sep 03, 2009	Project	Enzyme Catalysis	48	50	96	A	
Sep 03, 2009	Lab Work	Weekly Lab Work	25	25	100	A	
Sep 10, 2009	Test	Mitosis & Meiosis	96	100	96	A	
Sep 10, 2009	Lab Work	Weekly Lab Work_1	20	25	80	B-	
Sep 14, 2009	Homework	News Article	5	5	100	A	Good job! Participates enthusiastically.
Sep 17, 2009	Lab Work	Weekly Lab Work_2	25	25	100	A	
Sep 24, 2009	Lab Work	Weekly Lab Work_3	20	25	80	B-	
Oct 01, 2009	Lab Work	Weekly Lab Work_4	19	25	76	C	
Oct 08, 2009	Lab Work	Weekly Lab Work_5	20	25	80	B-	
Oct 15, 2009	Lab Work	Weekly Lab Work_6	19	25	76	C	
Oct 22, 2009	Lab Work	Weekly Lab Work_7	21	25	84	B	
Category Summary							
Category	# of Asmts	Total Points Earned	Total Points Possible	Percentage	Letter Grade		
Quiz	1	24	25	96%	A		
Test	1	96	100	96%	A		
Homework	2	24	25	96%	A		
Project	1	48	50	96%	A		
Lab Work	8	169	200	84.5%	B		

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View Options

Use zoom controls to change how you view the information on the gradebook window.

To increase the size of the text on the Scoresheet:

1. Click the PowerTeacher Gradebook menu (on a Mac) or the Tools menu (on a PC) at the top of the screen, and select **View**.
2. Select **Zoom**.
3. Select **Increase** or a percentage, such as **200%**.
Or, press **Ctrl + Shift + =** on your keyboard.

To decrease the size of the text on the Scoresheet:

1. Click the PowerTeacher Gradebook menu (on a Mac) or the Tools menu (on a PC) at the top of the screen, and select **View**.
2. Select **Zoom**.
3. Select **Decrease** or a percentage, such as **80%**.
Or, press **Ctrl + Shift + -** on your keyboard.

Moving Panes

Moving panes is useful when you want to hide certain PowerTeacher gradebook window panes, or when you want to expand the visible area of a certain pane.

1. Use the arrows at the top of a pane to expand or collapse the pane. For example, if you want to see more of the Scoresheet, close the Tabs pane.
2. To resize the height of panes, click the gray horizontal separation bar in the pane, and drag it up or down to change its position.
3. To resize the width of a pane, click the pane's vertical separation line. Then, drag the line to the left or right to change its position.

New Window

When you want to view or work with more than one class at a time, open a new gradebook window.

1. To open a new window, open the PowerTeacher Gradebook Window menu, and select **New Window**.
2. To view a different class, select the class in the Classes pane.
3. Move the new window to do a side-by-side comparison of students' scores. Or, enter new scores, or navigate to a different gradebook page.
4. Close the window as you would close any other Web page. When you close the new window, the original window remains open; your session is not terminated.

Scoresheet Quick Entry Keys

On the Scoresheet, you can enter score indicators manually, fill score indicators, or use the Score Inspector to enter indicators. In addition to those score entry methods, you can use the Quick Entry Keys to mark assignments Collected, Late, Exempt, or Missing.

To mark an assignment Collected, perform one of the following tasks:

1. Enter `col` in a student's score cell, and press **Enter**.
2. Enter a period (.) in the score cell, and press **Enter**.
3. Right-click in the score cell, and select **Collected** from the menu.

To mark an assignment Late, perform one of the following tasks:

1. Enter `lt` in a student's score cell, and press **Enter**.
2. Enter an asterisk (*) in the score cell, and press **Enter**.
3. Right-click in the score cell, and select **Late** from the menu.

To mark an assignment Exempt, perform one of the following tasks:

1. Enter `ex` in a student's score cell, and press **Enter**.

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2. Right-click in the score cell, and select **Exempt** from the menu.

To mark an assignment Missing, perform one of the following tasks:

1. Enter **mi** in a student's score cell, and press **Enter**.
2. Enter a forward slash (/) in the score cell, and press **Enter**.
3. Right-click in the score cell, and select **Missing** from the menu.

Gradebook Preferences

Use Preferences to indicate how you want grades to be calculated, stored, and displayed. Also, choose how to distinguish your different sections and format your Spell Check.

1. Click the PowerTeacher Gradebook menu (on a Mac) or the Tools menu (on a PC) at the top of the screen, and select **Preferences**.
2. On the Grading tab, format the grading options that meet your preferences or your school's policies.
 - Rounded option—a grade of 89.75% would be rounded to 90%.
 - Truncated option—the same grade would be calculated as 89%.
 - You can choose to store grades with up to five decimal places.
 - Choose to display final grades with letter grade, percent, or points earned. If you clear all the check boxes, the Final Grade column will be blank.
3. Click the Section tab.
4. Choose to identify your sections by Period/Day or Section Number, and choose to list your classes by the course name or a custom name.
5. Sort your courses by Period/Day, Section Number, or Course Name.
6. Click the Spell Check tab, located at the top of the window.
7. Enable Spell Check in the background and manage your dictionary.
8. Click the Standards tab.
9. If you use standards-based grading or other measures, check

Display Standards and Other Measures in Final Grade Mode.

10. When you are finished, click **OK**.

Add Content Groups and Web Links

The Content modes contain links to websites and information on the Internet. Information in School Content is provided by your PowerTeacher administrator. You can add whatever online resources you'd like to use in your classes in My Content. If you plan to gather several links, you might consider creating groups of links. If so, create Content Groups, then select a Group for the link you are adding.

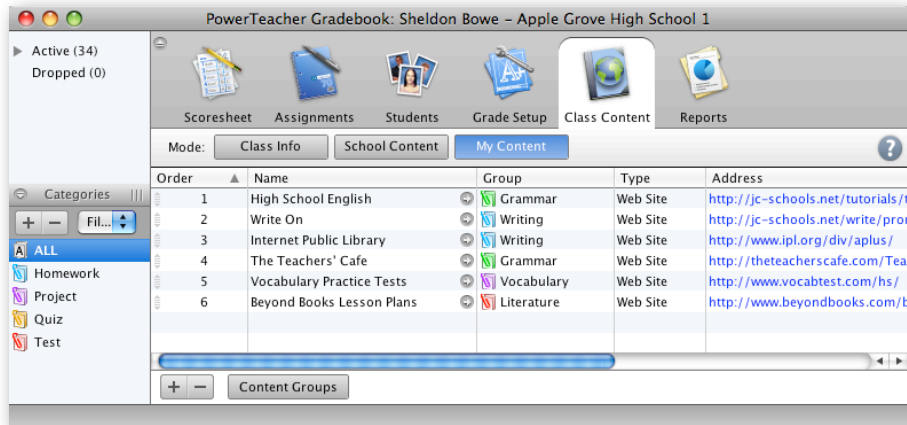
To create a Content Group in My Content mode:

1. Click the Class Content tab, and then click the My Content mode.
2. Click **Content Groups**.
3. In the Content Groups window, click the **+** sign.
4. Enter a Name for the group.
5. Select a Color for the group.
6. Enter a Description of the type of content included in the group.
7. Click **Close**.

To add a link to an Internet site:

1. Click the Class Content tab, and then click the My Content mode.
2. Click the **+** sign.
3. Enter the Name and Address of the website.
4. "Web Site" is the default content type. (If you're linking to a document that resides on your district server, select PDF or Word Doc to match your document.)
5. If applicable, open the Group menu and select a Content Group.
6. Enter a Description.
7. Click **Save**. The links and link groups appear on the My Content page.

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Import & Export Scores

PowerTeacher gradebook provides the tools for exporting Scoresheet information for a single assignment from PowerTeacher gradebook into a comma-separated values (CSV) text file using the PowerTeacher Score Template. You can then use the file to record assignment scores offline. When you are finished recording assignment scores, you can import the updated information back into PowerTeacher gradebook.

To export scores:

1. Select a class from the Classes pane.
2. Next, right-click (or Control-click) the assignment heading that corresponds to the assignment you're going to export, and select **Export Scores Template** from the menu.
3. On the Save Scores File prompt, the Save As field populates with the name of the assignment followed by _pst.csv. Although it is recommended that you leave the default setting, you may enter a different file name for the Scores template.
4. Choose the location where you want to save the Scores template from the Where menu. Desktop is the default location.
5. Click **Save** to save the CSV file to your desktop.

6. Open the template using a spreadsheet application.
7. Enter scores for each student in the Points, Percentage, or Letter Grade column, and save the file.

To import scores:

1. Select a class from the Classes pane.
2. Next, right-click the assignment heading you want to import scores for, and select **Import Scores** from the menu.
3. In the Open Scores File window, select the import file, and click **Open**.
4. In the Import Scores window, select the format of the file. If you exported a Scores template rather than creating your own CSV or text file, select **PowerTeacher Score Template**.
5. Use the default values for the other import settings, and click **Next**.
6. Review the summary of the scores that you want to import, and click **Import**.
7. The scores are imported into the correct assignment and correct student score cells. Click **Save**.